

RECREATION FACILITY OPERATOR - 5023

General Definition of Work:

Performs responsible semiskilled and administrative support work involving the provision of service, collection of fees and general maintenance and operation of golf shop, concessions stand, boat dock, pool, or similar facility. Work is performed under the supervision of the Parks Program Manager. Daily guidance and direction is provided by park ranger staff.

Essential Functions/Typical Tasks:

Opening and closing facility; assisting patrons; collecting and accounting for fees; performing general maintenance and operational duties; secures monies used in transactions and collected; preparing records and files.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- Greets patrons, collects fees, provides equipment (golf clubs, balls, boats, paddles, etc.); assists with initiating activity.
- Rents equipment, collects, inventories and stores equipment.
- Ensures that each boater has personal flotation device on correctly; ensures that boats are properly loaded.
- Reports, corrects, or removes unsafe equipment from service.
- Operates concession stand, maintains drinks and other concessions.
- Answers telephone.
- Maintains time and other records.
- Records each patron on sign-up or waiver sheet; totals and verifies fees collected.
- Inventories supplies and equipment.
- Enforces rules and regulations.
- Maintains a clean and safe work environment.
- Performs general custodial and beautification work.
- Performs related tasks as required.

Knowledge, Skills and Abilities:

General knowledge of the operation of a miniature golf shop, concession stand, boat dock, pool or related facility. Ability to understand and follow oral and written directions; perform record keeping and mathematical calculations; work varying activity or seasonal related schedule; and establish and maintain effective working relationships with associates and the general public.

Education and Experience:

Requires completion of the tenth grade.

Physical Requirements:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects, and some medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires reaching, walking, stooping, crouching, standing, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions.

Special Requirements:

This is a seasonal position.

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